

# Electronic W-2 FAQs

## TeamWorks Payroll Agencies

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### Employees

1. **What is the first thing I must do to get an electronic W-2?** Active employees are required to log into Employee Self Service (ESS) and update their personal information. Please ensure you update your email so that you don't miss any of the W-2 related emails. An email address is not required for you to receive an electronic W-2 but it is required to receive the W-2 email notifications.
2. **How can I opt in to get an electronic W-2?** Active employees must log into Employee Self Service (ESS) and click the consent link using the following navigation: Main Menu>>Self Services>>Payroll and Compensation>>W-2 Consent.
3. **What is the deadline to enter my electronic consent?** You must enter your consent by December 31 of the tax year.
4. **How long is my consent valid?** Your consent is valid for all subsequent years unless revoked by you, or upon termination of employment, or the service is no longer supported in a future given tax year.
5. **What if I don't opt in before the December 31st deadline?** Employees that do not consent to receiving their Form W-2 electronically, by the December 31<sup>st</sup> deadline, will be provided a paper copy by January 31st of the calendar year.
6. **How will I know when my electronic W-2 is available?** Please log on to TeamWorks and look for a notification on the Home page. Additionally, your agency may send a notification. W-2s are expected to be available mid January
7. **Will my electronic W-2 information be provided to the IRS or other entity?** No, your electronic W-2 is provided for you, in a PDF format, to use for your personal tax purposes.
8. **How can I withdraw my consent to receive an electronic W-2?** Active employees must log into Employee Self Service (ESS) and click the withdraw consent link using the following navigation: Main Menu>>Self Services>>Payroll and Compensation>>W-2 Consent.
9. **How long is my withdrawal consent valid?** Withdrawal consents are valid until the active employee reauthorizes consent to receive Form W-2 electronically by accessing ESS.

10. **When can I reauthorize consent to receive my electronic W-2?** You may consent at any time, except during the blackout period, by returning to the consent page in TeamWorks HCM Employee Self Service and submitting your consent. The blackout period for consent is between January 1 and mid January.
11. **What if I leave the state or retire after I opt in?** If an employee leaves state employment or retires after they have opted in, they will receive a paper form.
12. **How many years of W-2s will be available to see electronically?** Electronic W-2s for 2016 and years going forward will be available. [2](#)